

LOCAL AGENCY AGREEMENT EXECUTION CHECKLIST

- Receive Agreement from Caltrans
 - ☐ Staff reviews agreement for content & funding. If changes are needed, return to Caltrans.
 - ☐ Staff prepares resolution for governing board action:
 - ☐ Resolution clearly identifies agreement to be approved. *
 - ☐ Resolution identifies person/position to execute agreement for board. *
 - ☐ Governing board passes resolution. *
 - ☐ Agreement completed by adding resolution # and date of board action on first page. *
 - ☐ Authorized individual signs each original agreement with ink signatures, title & date. *
 - ☐ Agency clerk/secretary attests to executors action with signature, title & date.
(Optional - follow agency standard procedures)
 - ☐ Agency returns both originals and a copy of the authorizing resolution to Caltrans Sacramento. *
 - Caltrans executes agreement and returns one original to Agency
- * Caution urged, failure to complete these actions may negate Caltrans ability to execute the agreement.